

Position: Housing Director

Responsibilities:

1. Ensures the mentoring and training of staff responsible for housing program services.
2. Ensures the annual and long range planning of the Housing Program.
3. Ensures the preparation, administration, execution, and performance of housing contracts, including development, construction, consultant, audit and litigation.
4. Ensures the compliance with Tribal, Federal, and State housing requirements.
5. Ensures the administration of policies of the Tribe, including, but not limited to, procurement, occupancy, admission, home loans, emergency scattered site grants, renovation loan, tax credit, tribal leases and personnel practices.
6. Ensures the development, implementation and evaluation of the resources and the annual performance base budget for the housing department.

Qualifications:

Applicant for the position must be/have:

- An enrolled Tulalip Tribal Member
- Bachelor's degree from an accredited university or equivalent education, training and/or job experience requirements may be substituted for a degree
- Have or obtain an Indian housing management certification
- Demonstrated construction and contracting procedures and contract administration.
- Demonstrated effective supervisory, management and leadership skills
- Demonstrated excellent oral and written communications skills
- Free of substance abuse for the past three years and while employed
- No disciplinary actions within the past year.

Application Process

Applicants must submit a resume that includes the following:

- Education and training course or program, school or organization, and dates of attendance
- Work experience – organization, position held, dates of position held, responsibilities and accomplishments

- References – at least five with name, title, address and phone number
- Applicants must sign a background check authorization form.
- Applicants must submit written narrative not to exceed 500 words on why they should be selected for the position.
- Submit packet to the Tribal Government General Manager's Office c/o Shelly Lacy, The Tulalip Tribes, 6406 Marine Drive, Tulalip, WA 98271.

Pay Range: DOE

Job Opening Date: Friday May 21st 2010

Job Closing Date: Friday June 4th 2010 @4pm

The Tulalip Tribes reserves the right to reject all finalists and to solicit additional applicants at a later date.